



UNITED NATIONS DEVELOPMENT PROGRAMME

JOB DESCRIPTION



I. Position Information:

Job Code Title: **Special Assistant to the UN Resident Coordinator**
Reporting to: UN Resident Coordinator and RC Office Director
Duty Station: Dhaka, Bangladesh

II. Organizational Context

The responsibility for UN apex-level representation and coordination falls on the UN Resident Coordinator which frequently calls for the UN RC's participation at high-level decision-making meetings as well as at representational events, some of which are political in nature. To carry out these functions effectively, UN RC requires assistance in background research on relevant topics, preparation of talking points, drafting of speeches, and other matters.

III. Functions/ Key Results Expected

The functions of the Special Assistant will include support the UNRC to carry out such apex-level responsibilities by:

- Analyzing political trends, writing briefs, and liaising with local political analysts and political officers from bilateral missions to identify areas where the UN might be able to play a constructive role and contribute to external political reporting.
- Analyzing political and economic issues and drafting situation reports.
- Managing the RC Office role in liaising with UNDP governance portfolio staff
- Working closely with RCO team members to contribute to the RC Office's strategic planning, in particular in the area of UN reforms and implementation of reform agenda at country-level.
- Drafting insightful, thought-provoking speeches and talking points for the Resident Coordinator and other senior UN officials.
- Drafting newspaper supplements related to the UN and UN issues.
- Providing input to the RC annual report.
- Contributing to production of RCO/UNCT/UNDP public relations materials.
- Other tasks as assigned by the Resident Coordinator.

The key result is enhanced role of the UNRC in providing advisory services at high-level fora in the country.

IV. Impact of Results

The impact of the results include:

- Positive impact of UN influence.
- Positive projection of UN image.
- Promotion of UN principles and mandates.

V. Competencies

Analysis & Communications

- Excellent political analytical skills.
- Capacity to gather comprehensive information on complex problems or situation and evaluate information accurately to meet the requirements of situational reports.
- Excellent verbal and writing skills in English.

Coordination Effectiveness

- Ability to build and sustain effective partnerships with UN Agencies, donors and other main constituents, advocate effectively, and communicate sensibly across different constituencies.

Management and Leadership

- Build strong relationships with clients and external actors.
- Remain calm, in control and good humored even under pressure.
- Demonstrate openness to change and ability to manage complexities.
- Respond positively to critical feedback and differing points of view.

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Political Science, International Relations, Economics or Public Administration. Training in organizational management and political communication desirable.
Experience:	At least 3-5 years of relevant work experience in field of development cooperation, international relations, or public administration at the national or international level; Excellent analytical skills; Extensive drafting experience; Knowledge about the UN and RC systems. Prior experience with UN agencies or other international organization, and relevant work experience in developing countries, preferably Bangladesh.
Language Requirements:	Excellent drafting and oral communication skills in English and Danish languages. Good stylistic skills.